Health Insurance Enrollment Inquiry Instructions

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Step-by-Step Instructions with Visuals

General Information

The Health Insurance Enrollment Inquiry application provides employers *quick* and easy access to health insurance eligibility data for verification purposes. Health contract data from ETF's health insurance coverage database can be **viewed** or **downloaded into Excel** to be reconciled with employers' internal payroll systems.

Special Notes

- The individual accessing the Health Insurance Enrollment Inquiry must obtain security clearance to "Insurance Eligibility" by submitting the **Online Network for Employers Security Agreement**, form ET-8928.
- The application requires your **Web browser** to have cookies enabled and JavaScript on.
- Please use the **logout** feature at the top of the screen when done working with the application, to protect confidential employee data.
- Large employers may experience a **delay** as the application returns data. Please be patient.
- The Health Insurance Enrollment Inquiry provides real time, up-to-the-minute data. Be aware that the data you access is up to date at the time you access it, but the data is always **subject to change**—an application could be processed five minutes later, and the data previously downloaded would no longer be 100% up-to-date.
- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF's data base. However, ETF cannot guarantee the integrity of the data

after it has been manipulated by an employer in Excel. So please be very careful when sorting columns and making other changes in Excel.

 For additional assistance, please call the Employer Communication Center: (608) 264-7900
 1 (888) 681-3952

Step-by-Step Instructions (Text Only)

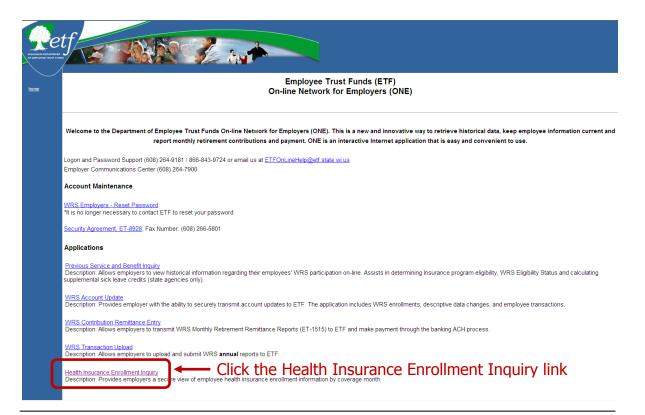
- 1) Enter the ONE Portal
- 2) Select "Health Insurance Enrollment Inquiry" link
- 3) Type in User ID and Password
- 4) Enter 7-digit Employer Number
- 5) Choose Employer Group, if applicable Choose Coverage Month and Year Choose Health Plan from dropdown, or leave blank for all plans Choose Coverage Type from dropdown, or leave blank for all coverages
- 6) Press Display to view contracts for chosen coverage month, health plan, and coverage type

OR

Press Save As to download data to an Excel spreadsheet

- Press Clear to clear your selections and start over
 Press New EIN to switch employers (if you have access for multiple employers)
- 8) Click ETF's logo to return to the ONE Portal

Step-by-Step Instructions with Visuals





ETF Web Applications Logon

Enter Us	er ID and Password
User ID: Password:	
Login	eset



Health Insurance Enrollment Inquiry

Mon Feb 09 16:43:16 CST 2009

Instructions Logout

This Internet application is intended for use by employers to verify health insurance coverage for their employees.

Please enter your Employer Number and press enter.





Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009 User ID:

Instructions Logout





Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009 User ID:

Instructions Logout





Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009 User ID:

Instructions Logout

Employer Number:	9999-999
Employer Group:	Y
for	ou have security clearance multiple employers, click v EIN to switch employers
Coverage Type:	•
Click Clear to clear selections and start new inquiry	Display New EIN Save As





Health Insurance Enrollment Inquiry

Mon Feb 09 17:19:30 CST 2009 User ID:

Employer Number:	9999-999	
Employer Group:	v	
Coverage Month:	February Year: 2009 Y	
Health Plan:		*
Coverage Type:		
Clear	Display New EIN Save As	